

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF UTAH**

**GUIDELINES FOR APPEAL PROCEDURES
THE UNITED STATES BANKRUPTCY APPELLATE PANEL OF THE TENTH CIRCUIT**

Pursuant to United States Bankruptcy Appellate Panel of the Tenth Circuit local rules, the following guidelines and forms should be used to facilitate the processing of the recently filed appeal. The attached forms must be used for all appeals to the United States Bankruptcy Appellate Panel of the Tenth Circuit. Forms are also accessible on the Court's website www.utb.uscourts.gov.

1. All appeals from Bankruptcy Courts in the Tenth Circuit in districts which have authorized appeals pursuant to 28 U.S.C. 158 (b)(6) are to the United States Bankruptcy Appellate Panel of the Tenth Circuit, unless an Election form 8001-1(d) is filed by the appellant with the Notice of Appeal or by other parties within 30 days of the Notice of Appeal.
2. Enclosed is the information needed to access the rules electronically. A copy of Form 8006-1(b), Transcript Order Form, is provided.
3. Within 10 days after the filing of the Notice of Appeal, the appellant shall file with the Bankruptcy Court and serve a copy on the appellee and the BAP a Designation of Record and Statement of Issues on Appeal. The appellee has 10 days after the service of appellant's Designation of Record and Statement of Issues to file his/her own Designation of Record and Statement of Issues with the Bankruptcy Court and serve a copy on the BAP. Local Bankruptcy Appellate Panel rule 8006-1(a), Parties need **NOT** provide a copy of the items Designated to the Clerk of the Bankruptcy Court. The record will be brought before the Bankruptcy Appellate Panel in the appendices filed by the parties as required by 10th Circuit BAP L.R. 8009-1.
4. Timely Requests for Transcripts are necessary to ensure that the Court Reporters will have adequate time to reproduce the records. Pursuant to 10th Cir. BAP L.R. 8006-1(c), within 10 days after filing the Notice of Appeal, appellant must order from the Court Reporters the parts of the Transcript that will be needed on appeal that are not already on file. Please use the attached order form and upon completion serve a copy on: The Court Reporter (if a transcript is ordered); All Parties; The Clerk of the Bankruptcy Court; and the Clerk of the Bankruptcy Appellate Panel. The appellee has 10 days after the appellant's service of its transcript order form to order any additional transcripts from the Court Reporter. The Court will not bear the cost of requested Transcripts.
5. The Appeals Clerk, as required by 10th Cir. BAP L.R. 8007-1(a), has already transmitted copies of the Notice of Appeal and other pertinent pleadings to the Clerk of the Bankruptcy Appellate Panel. A Bankruptcy Appellate Panel Number has been assigned and further instructions to assist you will be forwarded by the BAP Clerk's Office.

U.S. Bankruptcy Appellate Panel of the Tenth Circuit
Office of the Clerk
Byron White U.S. Courthouse
1823 Stout Street
Denver, CO 80257
www.bap10.uscourts.gov

WILLIAM C. STILLGEBAUER
Clerk of Court

By _____
Appeals Clerk